

Responsible Office: Office of Small and Disadvantaged Business Utilization (Code K)  
**Subject:** Advocacy



## Office of Small and Disadvantaged Business Utilization (Code K)

### Office Work Instruction

# ADVOCACY

Approved by: \_\_\_\_\_

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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		2/4/00	

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## **1.0 Purpose**

The purpose of this procedure is to document the process by which the Office of Small and Disadvantaged Business Utilization (OSDBU) exercises its advocacy responsibilities to promote the full integration of small businesses, small disadvantaged businesses, including Historically Black Colleges and Universities (HBCU's) and other other minority educational institutions (OMEI's), and women-owned small businesses in ensuring the safety and mission success of NASA programs.

## **2.0 Scope and Applicability**

### **2.1**

This HOWI covers the activities performed in the OSDBU (Code K) to implement and evaluate the process used to advocate the integration into programs and missions of small, disadvantaged, and women-owned businesses, including minority institutions and universities; conduct courses to further the objectives of this office; implement conflict resolution techniques; and conduct presentations and briefings.

### **2.2**

This OWI applies to the Code K organization.

## **3.0 Definitions**

- 3.1 AA. Associate Administrator
- 3.2 AO. Action Officer
- 3.3 Code K. Office of Small and Disadvantaged Business Utilization (OSDBU)
- 3.4 FRC. Federal Records Center
- 3.5 HBCU/OMEI. Historically Black Colleges and Universities/Other Minority Educational Institutions
- 3.6 NARA. National Archives and Records Administration
- 3.7 NFS. NASA Far Supplement
- 3.8 NPD. NASA Policy Directive
- 3.9 NPG. NASA Procedures and Guidelines

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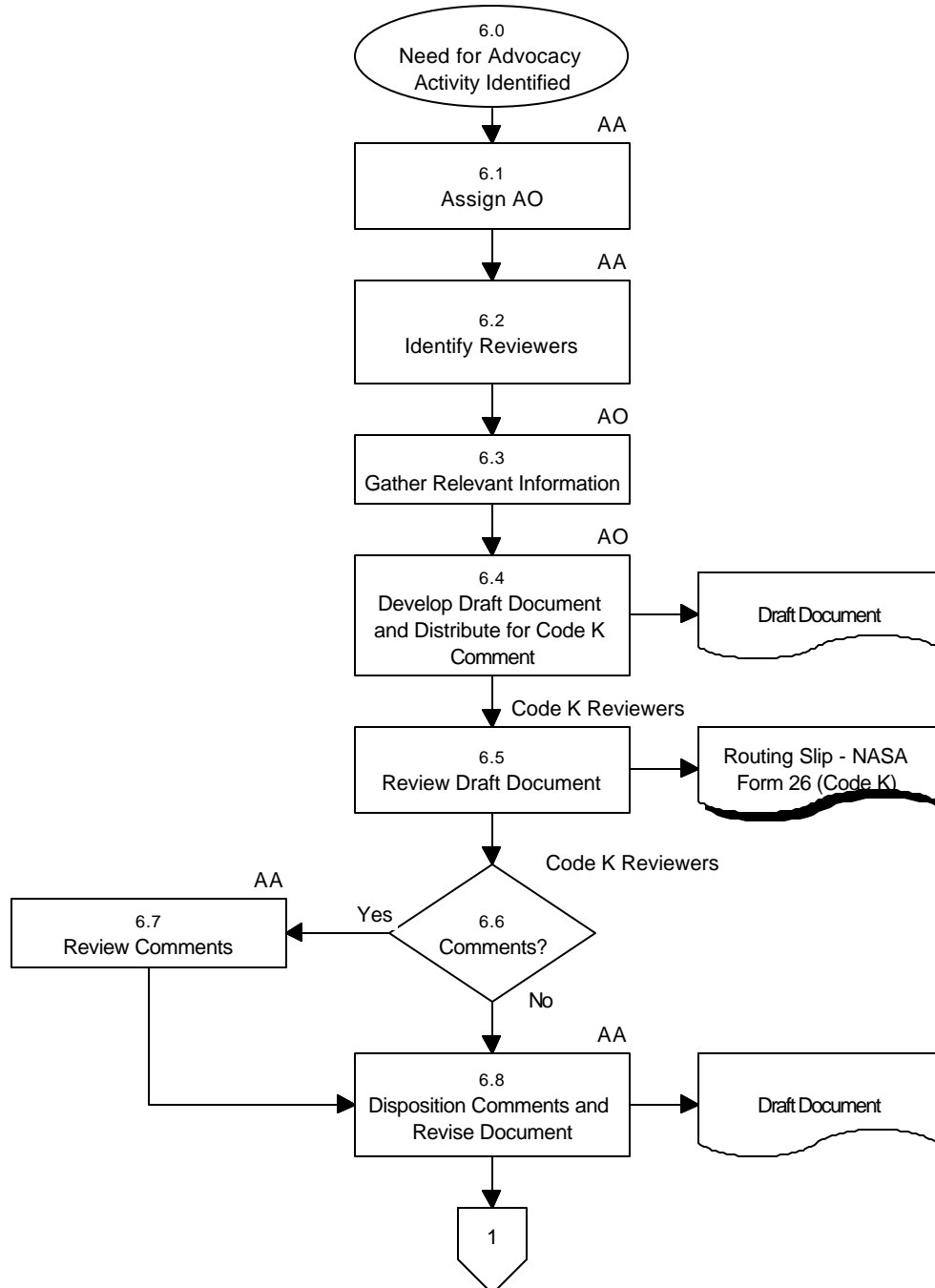
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## 4.0 References

- 4.1 Advocacy Presentation Assessment Form (OSDBU Form 110), located at: Code\_k on 'hqdata2' (U:)
- 4.2 Evaluation Summary Form (OSDBU Form 111), located at: Code\_k on 'hqdata2' (U:)
- 4.3 NASA Strategic Management Handbook (NPG 1000.2)
- 4.4 NASA Strategic Plan (NPD 1000.1)
- 4.5 Public Law 95-507 (Section 21), October 26, 1978, as amended
- 4.6 Routing/Closeout Form (OSDBU Form 22) , located at: Code\_k on 'hqdata2' (U:)
- 4.7 Small Business Act of 1958 (Section 15), as amended

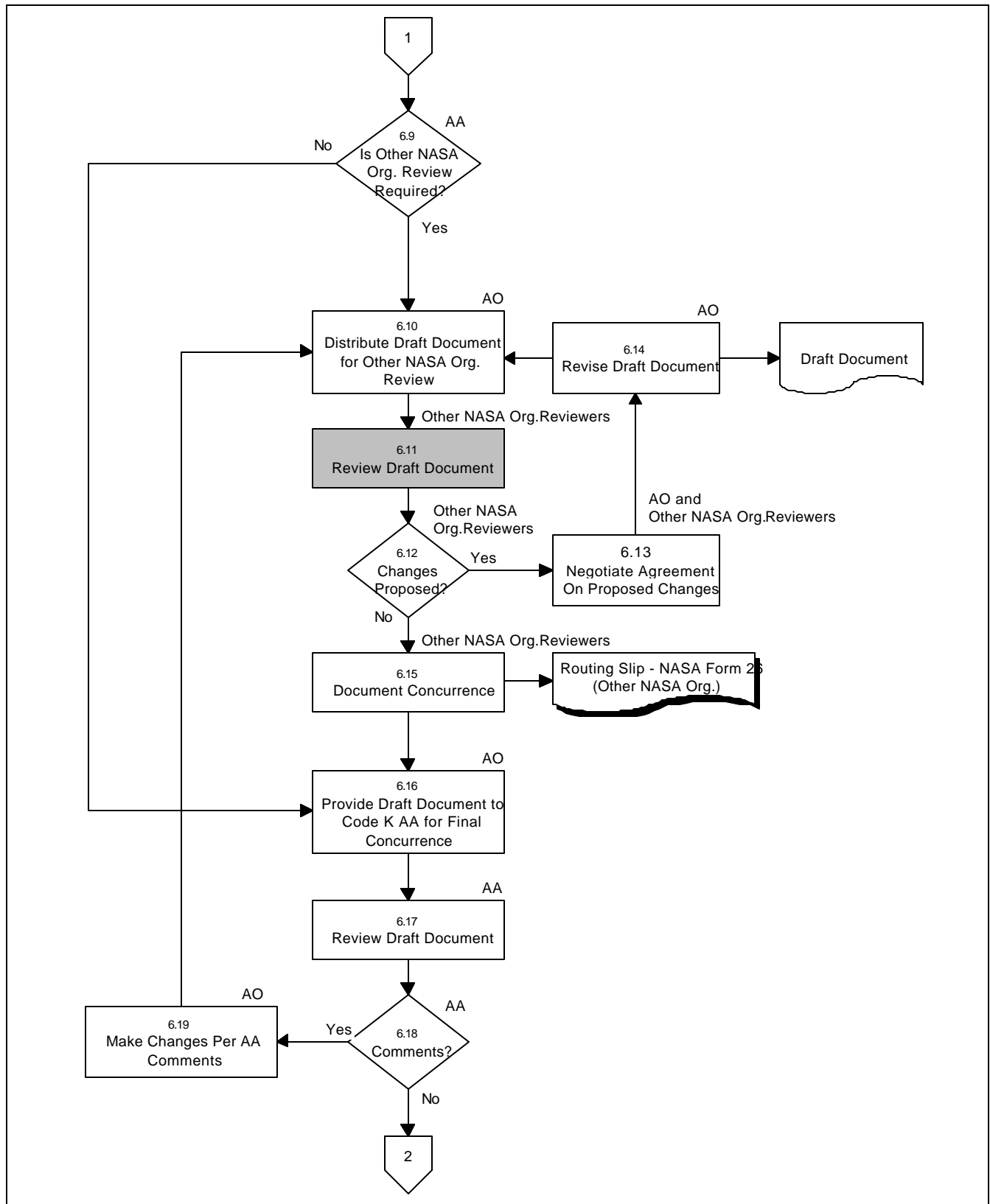
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## 5.0 Flowchart



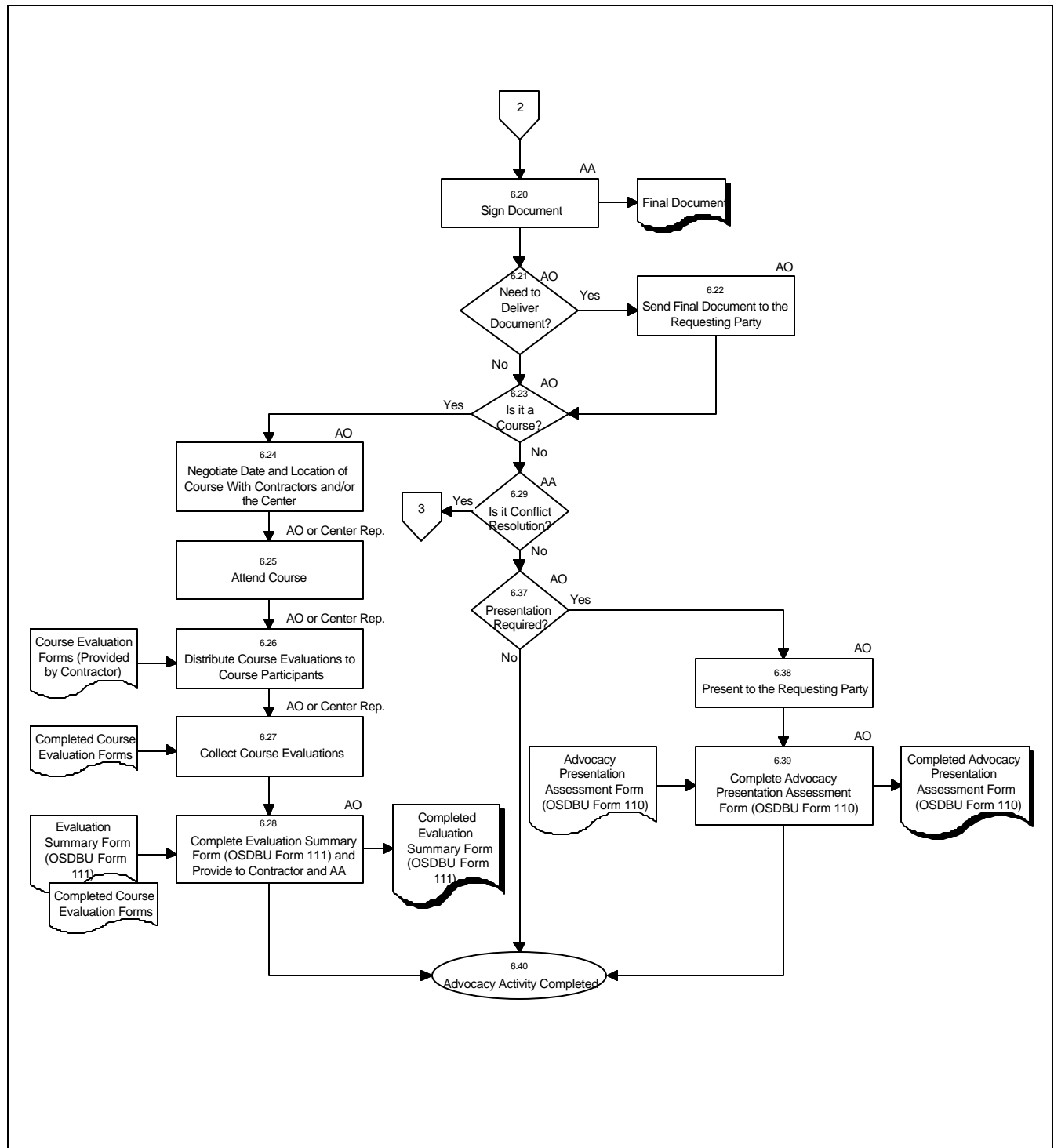
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## Flowchart – continued



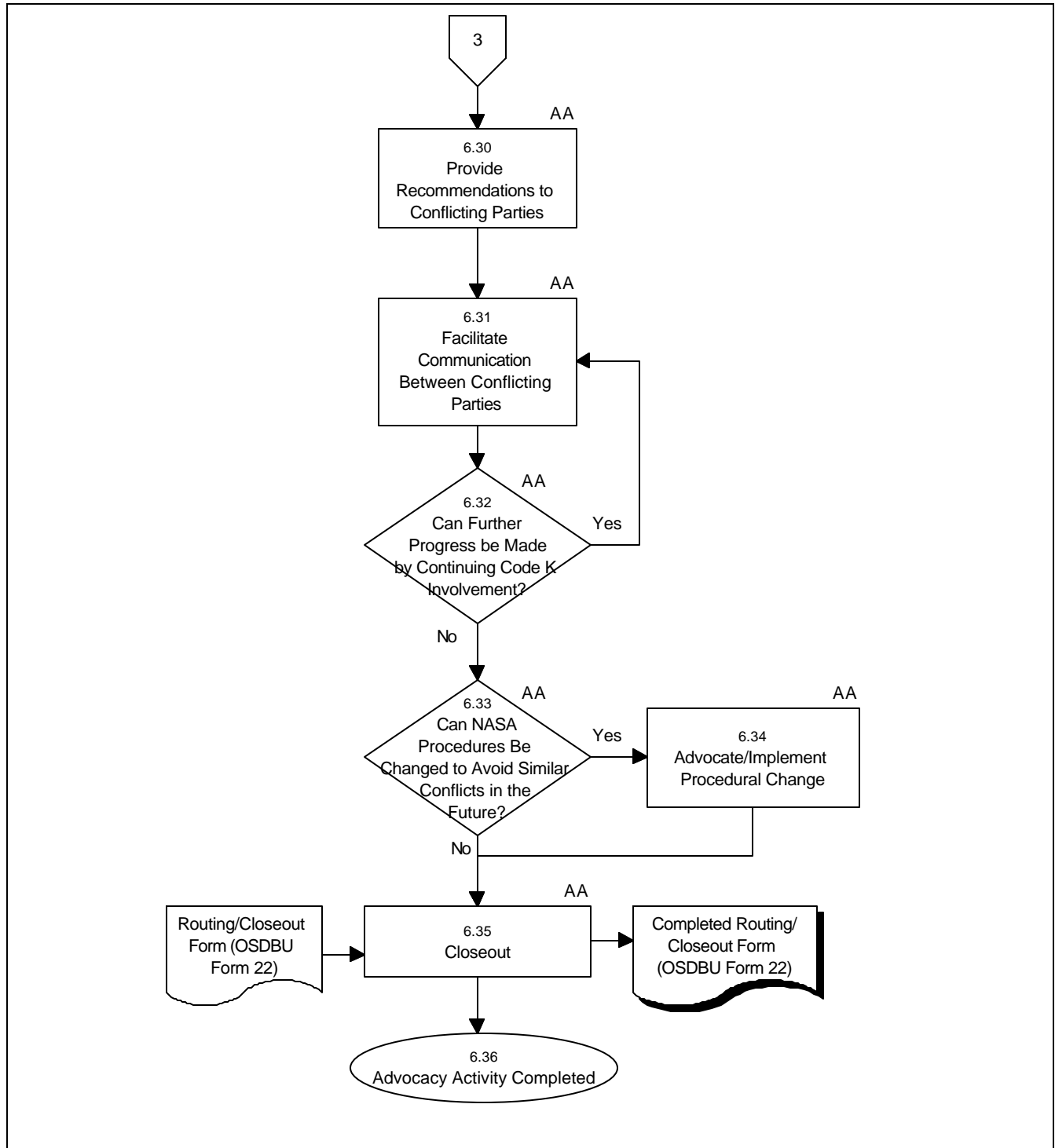
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## Flowchart – continued



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## Flowchart – continued





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## 6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0	AA	Identify need for the advocacy activity, which may be self-identified or brought to the attention of the AA by his staff, other NASA personnel, or outside sources.
6.1	AA	Assign a cognizant AO from the Code K staff to conduct the activity. The AA may assume the AO role if the AA identifies the action as being of high priority (e.g. Administrator request).
6.2	AA	Identify reviewers who will be asked to review data of the fact-finding phase to ensure that all options are identified. Reviewers are identified based on topic and specifics of advocacy activity. Reviewers are subject matter experts at NASA Headquarters or Centers.
6.3	AO	Gather relevant data required to objectively evaluate options, using as many sources as feasible within the allotted time allowed.
6.4	AO	Develop the draft document based on information gathered. Distribute the draft document (hard copy) with routing slip (NASA Form 26) to Code K staff for comment and review, as directed by the AA.
6.5	K Reviewers	Review the draft document for content, and format. Proposed changes are noted on the hardcopy. A routing slip (NASA Form 26) is signed by each individual to document their review.
6.6	K Reviewers	If there are comments, go to Step 6.7. If there are no comments, go to Step 6.8.
6.7	AA	Review comments for relevancy.
6.8	AA	Disposition comments and revise document, as required.
6.9	AA	If other NASA organization review is required (as identified in Step 6.2), go to Step 6.10. If no other NASA organization review is required, go to Step 6.16.
6.10	AO	Distribute draft document (hard copy) with routing slip (NASA Form 26) to other NASA organizations for review and comment. Distribute to the reviewers identified in Step 6.2.
6.11	Other NASA Org. Reviewers	Review the draft document for content and format. Proposed changes are noted on the hardcopy.
6.12	Other NASA Org. Reviewers	If changes to the draft are proposed, go to step 6.13. If no changes are proposed, go to step 6.15.
6.13	AO and Other NASA Org. Reviewers	Negotiate Agreement on proposed changes. Obtain consensus through discussion with Other NASA Org. Reviewers (individually or as a group). If agreement can not be reached, the AA or designee of the disagreeing Other NASA Org. will be consulted for resolution. Code K AA has final authority.
6.14	AO	Revise draft document to include the agreed-upon changes.
6.15	Other NASA Org. Reviewers	Document concurrences using the routing slip (NASA Form 26), which is distributed to each reviewer.
6.16	AO	Provide draft document to Code K AA for final concurrence.
6.17	AA	Review the draft document for content and format. Proposed changes are noted on the hardcopy.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.18	AA	If there are comments, go to Step 19. If no there are no comments, go to Step 20.
6.19	AO	Make changes per AA comments.
6.20	AA	Sign the document.
6.21	AO	If there is a need to deliver the document, go to Step 6.22. If there is not a need to deliver the document, go to Step 23.
6.22	AO	Send the Final Document to the requesting party.
6.23	AO	If the document refers to a course, go to step 6.24. If the document does not refer to a course, go to Step 6.29.
6.24	AO	Negotiate the date and location of the course with contractor and/or the Center.
6.25	AO or Center Rep.	AO attends the course, if Code K presence is required. If Code K presence is not required, a Center Representative is assigned by the AA to attend.
6.26	AO or Center Rep.	Distribute course evaluation forms to course participants. The contractor, who is presenting the course, provides the course evaluation forms.
6.27	AO or Center Rep.	Collect course evaluation forms.
6.28	AO	Complete Evaluation Summary Form (OSDBU Form 111) and provide to the contractor and the AA.
6.29	AO	If the advocacy document is to be used in a conflict resolution situation, go to the off-page connector #3, which leads to Step 6.30. If the advocacy document is not to be used in a conflict resolution situation, go to Step 6.37.
6.30	AA	Provide hardcopies of the Final Document, which includes conflict resolution recommendations to the conflicting parties.
6.31	AA	Facilitate communication between conflicting parties by bringing the parties together and acting as a mediator.
6.32	AA	If further progress can be made by continuing Code K involvement, go to Step 6.31. If no further progress can be made by continuing Code K involvement, go to Step 6.33.
6.33	AA	If NASA policies and procedures can be changed to avoid similar conflicts in the future, go to Step 6.34. If NASA policies and procedures can not be changed to avoid similar conflicts in the future, go to Step 6.35.
6.34	AA	Advocate/implement procedural and policy changes, by proposing changes to NPDs, NPGs, or the NFS.
6.35	AA	Closeout activity by completing Routing/Closeout Form (OSDBU Form 22).
6.36	AA	The advocacy activity is completed.
6.37	AO	If a presentation is required, go to Step 6.38. If a presentation is not required, go to Step 6.42.
6.38	AO	Present to the requesting party.
6.39	AO	Complete Advocacy Presentation Assessment Form (OSDBU Form 110) and forward copy to Code K for review by the AA.
6.40	AO	Advocacy activity completed.

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## 7.0 Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
Routing Slip – NASA Form 26 (Code K)	Code K AO	Code K Files	Hardcopy	Sch. 8, Item 24	Retire to FRC within two Years
Routing Slip – NASA Form 26 (Other NASA Org.)	Code K AO	Code K Files	Hardcopy	Sch. 8, Item 24	Retire to FRC within two years
Final Document	Code K AO	Code K Files	Hardcopy	Sch. 8, Item 24	Retire to FRC within two years
Completed Evaluation Summary Form (OSDBU Form 111)	Code K AO	Code K Files	Hardcopy	Sch. 8, Item 24	Retire to FRC within two years
Completed Routing/Closeout Form (OSDBU Form 22)	Code K AA	Code K Files	Hardcopy	Sch. 8, Item 24	Retire to FRC within two years
Completed Advocacy Presentation Assessment Form (OSDBU Form 110)	Code K AO	Code K Files	Hardcopy	Sch. 8, Item 24	Retire to FRC within two years